

**TOWN OF TOWNSEND**  
**June 5, 2013**  
**Council Meeting minutes**

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**7:00 pm – Public Hearing**

- I. Call to Order: 7:10 pm
  - II. Roll Call: Mayor Joel Esler, CW Karen Jennings, CM John Ness, CM Dwain Haines, CM Jermaine Hatton, ES Cathy Beaver
  - III. Third and Final Reading – Ordinance No. 13-01 – Trash Ordinance Revision – CM Jermaine Hatton
    - a. CM Hatton motioned, CM Ness seconded to read by title and name only.
    - b. Mayor Esler explained to the residents that this ordinance changes one word, quarterly to monthly for trash billing.
    - c. Vote unanimous to read by title only.
    - d. CM Hatton read Ordinance 13-01 by title.
    - e. CM Ness motioned, CM Hatton seconded to adopt Ordinance No. 13-01.
  - IV. Adjournment: 7:06 pm, CM Ness motioned, CM Hatton seconded with unanimous vote.
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**7:10 pm - Re-Organizational Meeting**

- I. Call to Order: 7:10 pm
  - II. Introduction of New Council Members:
    1. Mayor Esler introduced the three newly elected Council members and asked all to come forward to be sworn in.
  - III. Oath of Office for Newly Elected Council Members: All three read the oath and were sworn into office. They then signed their oath of office and took their place behind the table.
    1. Lorraine Gorman
    2. John Ness
    3. Rudolph (Rudy) Sutton
  - IV. Introduction of Entire Council: Mayor Esler introduced all of Council for 2013-2014.
  - V. Nomination and Election of Town Mayor for one (1) year term:
    1. Mayor Esler nominated CM Jermaine Hatton to serve as Mayor for a one year term, CM Ness seconded the nomination.
    2. There were no other nominations and no discussion. Vote was unanimous.
  - VI. Oath of Office for Town Mayor:
    1. CM Hatton read the Oath of Office for Mayor. He then signed his oath and took his place behind the table.
  - VII. Presentation to CW Karen Jennings and CM Dwain Haines
    1. Mayor Hatton asked CM Esler to do the presentations.
    2. CM Esler asked CW Jennings to come forward and read Resolution 2013-01 written in honor of her service to the Town and presented her with the resolution and a statue.
    3. CW Jennings thanked all and stated she was a stay at home Mom and looking at getting back into the work force and volunteering and former Mayor Raughley was very environmentally minded and we worked together. Began working with then CM soon to be Mayor Hanlin and it has been an amazing experience. I couldn't have done it without the support of my family, two sons, Gabriel and Nathaniel and thank you to everyone who has supported me. Don't see Mr. Mal but will miss him. The number one thing and Mayor Hanlin will agree I think, is the veteran affairs committee we established and the ceremony we had, every time I look back on it, it fills my heart, was an absolutely amazing experience. What a fabulous Council we have, thank you all.
    4. CM Esler called CM Haines to the front and read Resolution 2013-02 written in honor of his service to the Town and presented him with the resolution and a statue.
    5. CM Haines said he isn't much for speeches but thanked all who gave him a hand with things and voted for me. I will continue to attend meetings.
  - VIII. Adjournment: 7:25 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.
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## 7:30 pm – Council Meeting

### I. Call to Order: 7:30 pm

### II. Opening Ceremonies

- a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CM Joel Esler, CW Lorraine Gorman, CM Rudy Sutton, Engineer Owen Hyne, TM Dawson Green, FO Azure DeShields, ES Cathy Beaver
- b. Pledge of Allegiance: pledge was said
- c. Recognition of Visitors: 13 residents
- d. Announcements: none

### III. Additions/Deletions to Published Agenda:

- a. CM Ness motioned, CM Esler seconded to approve the agenda as written.

### IV. Council Minutes (copies on back table )

- April 17, 2013 Workshop minutes approved at workshop
- May 1, 2013 Council minutes approved at workshop

### V. Reports of the Officers

- a. State Police: Lt. Douglas Deveney – not here
  - CM Ness said he talked to him earlier and he wasn't able to attend tonight.
- b. Representative Jeff Spiegelman
  - Back in session, very busy, lots of good stuff coming out, let me know if you need anything. If you need any additional information on any bills let me know, that's what we are here for.
  - Mayor Hatton asked if any of the current bills coming up in session will affect any of the local municipalities.
  - Rep. Spiegelman stated that isn't an easy answer. There are dozens of bills on the wait list because of the controversy over several of the bills. The big thing to affect municipalities is the budget. Just got the numbers yesterday, will affect the bond bill. Will email you the numbers when I get them.
  - Mayor Hatton asked if there is any change in municipal street aid.
  - Rep. Spiegelman said that is part of the bond and don't have those numbers yet but they are working on them. Would bet it will change. Rumor is CTF and Municipal Street will go down.
- c. Townsend Fire Department: Bob Biggs
  - Still working on AC. In process of having an engineer map out exactly what we need and are working on getting bids. Hope to have it done by next month.
  - Spring Fling is June 15 and the fair grounds. Big fundraiser for the fire company.
  - Dwain Haines has tickets for sale if anyone is interested.

### VI. Reports

- a. Fred Townsend III, Attorney: not here.
- b. Owen Hyne, Engineer:
  - Owen introduced himself and said he has nothing other than will discuss the streetscape further down the agenda.
- c. Dawson Green, Town Manager:
  - 4 new permits were issued for new homes last month.

### VII. Committee Reports

- a. Finance Committee: Chair – Mayor Jermaine Hatton
  - Finance Report as of May 31, 2013
    - I. Total Assets: \$3,607,618.29
    - II. Total Liabilities & Equity: \$3,576,545.07
    - III. The Town purchased new financial software to clean up some of the accounts and make our utility billing run smoother.
    - IV. Azure said she will be training next week on billing, taxes and utility. The first bill of July should go smoothly and taxes will go out July 15<sup>th</sup>. Hopefully by the end of the month it will all be up and running.
    - V. Mayor Hatton said the good thing is we should have online payments by July 1<sup>st</sup>, this is a good thing for everyone.

- b. Streets Committee: Chair – CM Rudy Sutton – nothing to report
  - Mayor Hatton stated we are moving forward with the streetscape and will discuss it later on the agenda.
- c. Storm Water Management Committee: Chair – CM Rudy Sutton – nothing to report
- d. Zoning Committee: Chair – Mayor Jermaine Hatton
  - Still moving forward with the zoning changes. All letters have gone out to residents who will be affected by the changes, in the 15 day waiting period. Hopefully by end of July we should have it all wrapped up and hopefully the residents will agree to the changes so we can bring the Town into compliance with the comprehensive plan.
- e. Health & Public Welfare Committee: Chair – CM John Ness – nothing to report
- f. Veterans Committee: Chair – CM Joel Esler – nothing to report.
  - CM Esler asked TM Green about what is going on with the war memorial.
  - TM Green said he isn't sure what is happening. Have replaced parts and still not working, have to contact Delmarva.
- g. Energy & Environment Committee: Chair – CW Lorraine Gorman – nothing to report
- h. Police Committee: Chair – CM John Ness
  - Staying light later, school almost out, working with police to increase our patrols.
  - Will send a report to Council on starting our own police force.
  - Any questions, comments or suggestions, please let me know.
  - See anything suspicious, please call police.
  - Mayor Hatton said to clarify; the Town is exploring starting our own small police force. There are several grants out there to see if this is something we could bring it in house rather than depending on the state police. Right now, it is all about exploring. We are talking to other municipalities in the region that have started their own police force.
- i. Parks & Recreation Committee: Chair – CM Joel Esler - nothing

## **VIII. Unfinished Business**

- a. Vote on Streetscape Bids
  - Mayor Hatton turned the discussion over to Engineer Hyne for his recommendations on how to proceed on the streetscape project.
  - Engineer Hyne stated we opened the bids for the Townsend Streetscape improvement project on 3/22/13. The bids were all higher than our budget for the project. We went back and looked at the project and found a way to move forward and stay within the Town's funding. We recommend the Town reject the bids at this time and re-bid the project with additional alternate bids which will step back the original scope of the project to an amount we know is within the budget and provide alternate bids which will permit us to also use them to maximize the funding.
  - Dwain Haines asked what is meant by alternate bids.
  - Engineer Hyne said the streetscape includes new sidewalk, new decorative crosswalks, benches, trash cans and other improvements. Alternate bids will price all of these individually. We bid it as a bulk package the first time. The base bid will be for new sidewalk, alternate bids will cover all the things we want and will give us the flexibility to stay within our budget and use alternate bids for things we can.
  - Mayor Hatton stated we have talked to DelDot who said we can do this. The base bid will include the necessities of the streetscape, the alternate bids will include the nice additional things we want but will ensure we are able to get this done within our budget. The most important thing Council is trying to do is prevent the Town from having to pay anything on this project. We hope to put this back out to bid within 2 weeks and hope more contractors will bid.
  - CM Ness motioned, CM Esler seconded with unanimous vote to reject the bids for the streetscape and put it back out to bid.
  - Mayor Hatton instructed RVB to move forward with re-positioning the bid and get it out within the next two weeks.

**IX. New Business**

*α.* Town T-shirts – CM Joel Esler

- We have working on re-branding the Town and having items for sale. We want to get the Town of Townsend out there. The first item we did was the lapel pins which we designed and had made.
- The next step, if you have ever been to a Town fair we have polo and t-shirts, which we are out of. The employees wear polo shirts and we all deserve something better. I am designing T-shirts and polo shirts. There are copies of the T-shirts which all of Council has given me feedback on, some are good, some not. Need to know how many T-shirt styles we want, 3 or 4.
- Mayor Hatton entertained a motion to table this discussion to the next workshop so we can all huddle and hammer out the designs.
- CM Esler motioned, CW Gorman seconded with unanimous vote to table to the workshop.
- CM Esler said he hopes to get a sample of the polo shirt first, he is looking at laser etching on these, rather than screen printing or embroidery.
- Mr. Gorman asked how many shirts the Town will buy.
- Mayor Hatton said the first step will be to decide how many styles we want and what they will cost, then we will decide how many we will order.

**X. Citizens Comments & Participation – none**

- α.* Mayor Hatton thanked CM Esler, former Mayor, for all he did for us and the Town last year. He did a great job.

**XI. Adjournment:** 8:01 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.

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